



# Form Group/Daily Newspapers and Newsletters

Detach and read these instructions before completing this form.  
Make sure all applicable spaces have been filled in before you return this form.

## BASIC INFORMATION

### NEWSPAPERS

#### When to use this form for newspapers:

All the following conditions must be met to use this form. If any one of the conditions does not apply, you must use paper Form SE.

- 1 The work must be a daily *newspaper*. See definition below.
- 2 The work must be a "work made for hire," and the author and copyright claimant must be the same person or organization.
- 3 Each issue must be an essentially all new collective work or an essentially all new issue that has not been published before.
- 4 The claims must include *all issue dates* within one calendar month within the same year.
- 5 The application must be filed within three months of the last publication date included in the group.
- 6 The required deposit must be submitted. See below.

#### What to deposit for newspapers:

A deposit of positive 35mm silver-halide microfilm that includes all issues within the calendar month must accompany the application. Final editions are required when two or more daily editions are published.

In some cases, the publisher may be exempted from sending microfilm. The Copyright Office will notify the publisher if a newspaper is exempted. For an exempted newspaper, an optional deposit may accompany the application. This deposit should consist of (1) complete print copies of the first and last issues of the month, *or* (2) print copies of the first section of the first and last issues of the month, *or* (3) print copies of the first page of the first and last issues of the month.

#### Privacy Act Advisory Statement Required by the Privacy Act of 1974 (P.L. 93-579)

The authority for requesting this information is title 17 U.S.C., secs. 409 and 410. Furnishing the requested information is voluntary. But if the information is not furnished, it may be necessary to delay or refuse registration and you may not be entitled to certain relief, remedies, and benefits provided in chapters 4 and 5 of title 17 U.S.C.

The principal uses of the requested information are the establishment and maintenance of a public record and the examination of the application for compliance with the registration requirements of the copyright code.

Other routine uses include public inspection and copying, preparation of public indexes, preparation of public catalogs of copyright registrations, and preparation of search reports upon request.

**NOTE:** No other advisory statement will be given in connection with this application. Please keep this statement and refer to it if we communicate with you regarding this application.

### NEWSLETTERS

#### When to use this form for newsletters:

All the following conditions must be met to use this form. If any one of the conditions does not apply, you must use paper Form SE.

- 1 The work must be a daily *newsletter*. See definition below.
- 2 The work must be a "work made for hire," and the author and copyright claimant must be the same person or organization.
- 3 Each issue must be an essentially all new collective work or an essentially all new issue that has not been published before.
- 4 The claims must include *two or more issue dates* within one calendar month within the same year.
- 5 The application must be filed within three months of the last publication date included in the group.
- 6 *All issues in the group must have been first published on or after July 1, 1999.* For information about newsletters published before July 1, 1999, please call the Copyright Office at (202) 707-8250.
- 7 The required deposit must be submitted. See below.

#### What to deposit for newsletters:

In all cases, one complete copy of each issue included in the group must accompany the Form G/DN. If the newsletter is published only online, one complete print-out of each issue or a computer disk (or CD-ROM) containing all the issues *and* a print-out of the first and last issues included in the group must be sent.

Additional material must be sent *only if specifically requested*. The request will specify the nature of the additional material, which will be either (1) one microfilm copy meeting the specifications given above for newspapers, or (2) one or two complimentary subscriptions for the Library of Congress.

**IMPORTANT:** The microfilm or subscriptions should be sent to a separate address specified in the request from the Copyright Office. This material should *not* be sent with Form G/DN. Unless expressly requested, no microfilm or subscription copies are required.

## INSTRUCTIONS

### HOW TO REGISTER

Send the following three items together in the same envelope or package:

- 1 completed and signed Form G/DN
- 2 deposit (see above)
- 3 filing fee\*

Send this material to:

Library of Congress  
Copyright Office-SE  
101 Independence Avenue SE  
Washington, DC 20559

\*Copyright Office fees are subject to change. For current fees, check the Copyright Office website at [www.copyright.gov](http://www.copyright.gov), write the Copyright Office, or call (202) 707-3000 or 1-877-476-0778 (toll free).

### DEFINITIONS

**Newspaper:** As defined by the Newspaper Section of the Serials and Government Publications Division of the Library of Congress, works classified as newspapers are serials mainly designed to be a primary source of written information on current events, either local, national, or international

in scope. Newspapers contain a broad range of news on all subjects and activities and are not limited to any specific subject matter. Newspapers are intended either for the general public or for a particular group.

**Newsletter:** For registration purposes, a daily newsletter is defined as a serial published and distributed by mail or electronic media (online, telefacsimile, cassette tape, diskette, or CD-ROM). Publication must occur at least two days per week, and the newsletter must contain news or information of interest chiefly to a special group (for example, trade and professional associations, corporations, schools, colleges, and churches). Daily newsletters are customarily available by subscription and are not sold on newsstands.

**Collective Work:** A "collective work" is a work, such as a periodical issue, in which a number of contributions, constituting separate and independent works in themselves, are assembled into a collective whole.

**Work Made for Hire:** A "work made for hire" is defined as: (1) a work prepared by an employee within the scope of his or her employment; or (2) a work specially ordered or commissioned for certain uses (including use as a contribution to a collective work), if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire. The employer is the author of a work made for hire. For more information, read Circular 9, *Works Made for Hire Under the 1976 Copyright Act*.

Copyright Office fees are subject to change. For current fees, check the Copyright Office website at [www.copyright.gov](http://www.copyright.gov), write the Copyright Office, or call (202) 707-3000 or 1-877-476-0778 (toll free).

REGISTRATION NUMBER

**Privacy Act Notice:** Sections 408-410 of title 17 of the *United States Code* authorize the Copyright Office to collect the personally identifying information requested on this form in order to process the application for copyright registration. By providing this information you are agreeing to routine uses of the information that include publication to give legal notice of your copyright claim as required by 17 U.S.C. §705. It will appear in the Office's online catalog. If you do not provide the information requested, registration may be refused or delayed, and you may not be entitled to certain relief, remedies, and benefits under the copyright law.

EFFECTIVE DATE OF REGISTRATION  
(Assigned by Copyright Office)

Month Day Year

APPLICATION RECEIVED

EXAMINED BY

ONE DEPOSIT RECEIVED

CORRESPONDENCE

FEE RECEIVED

**DO NOT WRITE ABOVE THIS LINE.**

**1**

TITLE OF THIS  NEWSPAPER } AS IT APPEARS ON THE COPIES ▼  
 NEWSLETTER

City/State ▼

If no previous registration under identical title, check here

Month and year date on copies ▼

Number of issues in this group ▼

ISSN ▼

Edition ▼

**2**

**NAME AND ADDRESS OF THE AUTHOR/COPYRIGHT CLAIMANT IN THESE WORKS MADE FOR HIRE**

**AUTHOR'S CONTRIBUTION (check all that apply)**

Editing

Compilation

Text

Other \_\_\_\_\_

**3**

**DATE OF PUBLICATION OF THE FIRST AND LAST ISSUES IN THIS GROUP**

Important: Give month, day, and year

(First)

Month ▲

Day ▲

Year ▲

(Last)

Month ▲

Day ▲

Year ▲

**CERTIFICATION\***: I, the undersigned, hereby certify that I am the copyright claimant or the authorized agent of the copyright claimant of the works identified in this application, that all the conditions specified in the instructions on the back of this form are met, and that the statements made by me in this application are correct to the best of my knowledge.



Handwritten signature (X) \_\_\_\_\_

Typed or printed name of signer \_\_\_\_\_

**PERSON TO CONTACT FOR CORRESPONDENCE ABOUT THIS CLAIM**

Name \_\_\_\_\_

Daytime telephone number ( ) \_\_\_\_\_

Address (if other than given below) \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

**DEPOSIT ACCOUNT**

Account number \_\_\_\_\_

Name of account \_\_\_\_\_

**Certificate will be mailed in window envelope to this address**

Name ▼

Number/Street/Apt ▼

City/State/Zip ▼

**YOU MUST**

- Complete all necessary spaces
- Sign your application

**SEND ALL 3 ELEMENTS IN THE SAME PACKAGE:**

1. Application form
2. Nonrefundable filing fee in check or money order payable to *Register of Copyrights*
3. Deposit material

**MAIL TO:**

Library of Congress, Copyright Office-SE  
101 Independence Avenue SE  
Washington, DC 20559

\*17 USC §506(e): Any person who knowingly makes a false representation of a material fact in the application for copyright registration provided for by section 409, or in any written statement filed in connection with the application, shall be fined not more than \$2,500.